

Butler County Board of Elections
Board Meeting Minutes
September 14, 2020

The Butler County Board of Elections met on Monday, September 14, 2020, at 9:00 a.m., for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member Mariann Penska, Member Todd Hall, Member Chris Wunnenberg, Director Diane Noonan, Deputy Director Eric Corbin, Secretary of State Regional Liaison Kenneth Henning, and Poll Worker Administrator/Executive Assistant Melissa Trotta.

Director Noonan presented Document 1, Bills. Member Hall inquired about the \$4,000.00 reimbursement to Deputy Director Corbin. Deputy Director Corbin explained the reimbursements are for various PPE supplies with vendors that are not set up with the County. Member Hall asked if the Board of Elections has a business credit card. Deputy Director Corbin stated no, per the County Auditor the Ohio Revised Code only allows a credit card for travel purposes. He said an Amazon business account is currently being set up as a vendor for future purchases. Member Hall moved to approve the bills on Document 1; seconded by Member Penska. Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried

BILLS
September 14, 2020

0100-5460-520000	Office supplies	\$	763.65
0100-5460-521000	Postage	\$	25,300.00
0100-5460-525100	Software/ Hardware Equipment	\$	663.27
0100-5460-529000	Other mat'l & supplies	\$	5,160.37
0100-5460-530075	Technology support		\$10,962.51
0100-5460-530310	Rental/lease - equip & vehicles	\$	146.42
0100-5460-536000	Contract services	\$	69.43
12275460-542000	CARES/Election Security Grant	\$	59,363.10
	TOTAL BILLS	\$	102,428.75


CHAIRMAN


DIRECTOR

BILLS
September 14, 2020

OFFICE SUPPLIES (520000)

Murphy's Inc		
Kitchen supplies	\$	251.95
Office Depot Inc		
Office supplies	\$	120.16
Office supplies	\$	15.42
Office supplies	\$	55.50
Office supplies	\$	19.78
Office supplies	\$	24.99
Noonan, Diane		
7 Promix bags for large planters	\$	275.85
TOTAL OFFICE SUPPLIES (520000)	\$	763.65

POSTAGE (521000)

United States Postal Service		
Permit # 4667 for ballot mailing	\$	25,300.00
TOTAL POSTAGE (521000)	\$	25,300.00

SOFTWARE/HARDWARE EQUIPMENT (525100)

Dell		
3 widescreen monitors	\$	663.27
TOTAL SOFTWARE/HARDWARE EQUIPMENT (525100)	\$	663.27

OTHER MATERIAL/SUPPLIES (529000)

Office Depot Inc	
Election supplies	\$ 8.60
Election supplies	\$ 169.18
Election supplies	\$ 84.59
Total Office Source	
Toner supplies	\$ 98.00
2000 pollworker manuals	\$ 4,800.00
TOTAL OTHER MATERIAL/SUPPLIES (529000)	\$ 5,160.37

TECHNOLOGY SUPPORT (530075)

BCIS	
Renew the (19) SA for windows Enterprise Licenses	\$1,911.02
Cadre Computer Resources	
Firewall renewal 8/27/2020-8/26/2021	\$ 780.00
Data Information Management Systems	
Dimsnet voterfile maintenance, Aug 2020	\$ 7,523.49
For the Record	
FTR support, 9-26/20-9/25/21	\$ 699.00
Noonan, Diane	
Monthly time tracking software, Sep 2020	\$ 49.00
TOTAL TECHNOLOGY SUPPORT (530075)	\$10,962.51

RENTAL/LEASE - EQUIP & VEHICLES (530310)

Great American Financial Services Co	
New SOS copier, 4th monthly lease and maintenance fees	\$ 146.42
TOTAL RENTAL/LEASE - EQUIP & VEHICLES (530310)	\$ 146.42

OTHER CONTRACT SERVICES (536000)

Millennium Business Systems

Flex copies, 7/9/2020-8/8/2020, SOS	\$	24.43
Flex copies, 8/9/2020-9/8/2020 billing period SOS	\$	45.00

TOTAL OTHER CONTRACT SERVICES (536000)	\$	69.43
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Election Security Grant (12275460-542000)

Aegis Protective Services

Relocations of cameras	\$	397.10
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Corbin, Eric

Various supplies	\$	4,047.12
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Dell Marketing LP

17 Optiplex 5070 and monitors	\$	14,887.58
17 VLA windows upgrade	\$	3,186.99

Digital Direct

2 ballot printers	\$	11,998.00
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Home Depot

5 bags of pebble gravel for painters	\$	26.24
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Jos Berning Printing Supplies

25,000 special window envelopes		\$1,350.00
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Martin Yale Industries

2 ballot folders	\$	2,501.46
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Office Depot

Poll worker training supplies	\$	950.07
Poll worker training supplies	\$	115.74

Pinnacle Paving and Sealing Inc

Line striping for parking lot	\$	1,482.00
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Pitney Bowes

Black ink cattridge for bulk supplies indicia	\$	79.99
TNT Paper Supplies		
10 boxes of copy paper	\$	310.00
Uline Inc		
Mail carts and tables	\$	3,030.81
USPS		
Bulk meter postage for ballots	\$	15,000.00
TOTAL ELECTION SECURITY GRANT (542000)	\$	59,363.10

Director Noonan presented Document 2, the minutes of the August 17, 2020, meeting. Member Penska moved to approve the August 17, 2020, meeting minutes on Document 2; seconded by Member Wunnerberg. Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	abstained
Member Wunnenberg	yea

Majority in favor; motion carried

Director Noonan presented Document 3, the minutes of the August 25, 2020, meeting. Member Penska moved to approve the August 25, 2020, meeting minutes on Document 3; seconded by Member Hall. Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried

Director Noonan acknowledged receipt of the following directives:

2020-17	Ballots for November 3, 2020 General Election
2020-18	Processing Absentee Application Requests
2020-19	Certified Candidates for President and Vice President of the United States

Chairman Cloud asked about Directive 2020-20 that was received on September 10, 2020. Director Noonan explained that a lawsuit had been filed to allow voters to submit their absentee application electronically or by facsimile. Director Noonan stated the Secretary of State filed an emergency appeal with the Court of Appeals. She said there is a stay on the judge's order for ten days. Liaison Henning stated the Tenth District Court of Appeals granted the stay of the judge's order ruling. He said any applications received via email or fax must not be processed. Chairman Cloud asked what if there are no changes to the appeal. Liaison Henning said he was unsure at this time.

Under Election Business, Director Noonan presented Document 4, Precinct Elections Officials to be appointed to the 2020 – 2021 term per R.C. 3501.22 (A). Director Noonan stated a total of 2,280 Precinct Election Officials have been recruited. She said under normal circumstance 1,218, are placed, however 1,344 will be placed to assist in sanitizing of the voting equipment. Director Noonan stated 880 PEOs have been recruited for backups in case a PEO cannot work. Member Penska moved to appoint the Precinct Election Officials as listed on Document 4; seconded by Member Hall. Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried

Under New Business, Director Noonan presented Document 5, RC-3 Certificate of Records Disposal, which complies with the Retention Schedule set by the Ohio Secretary of State. Member Hall asked why items are listed when the retention schedule has not been met. Deputy Director Corbin explained that the County Record Center said the records can be approved by the board before disposal date, but the items cannot be destroyed until the retention date is met. Member Hall moved to approve the RC-3 Certificate of Records Disposal on Document 5; seconded by Member Penska: Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried



Application for Records Disposal

Butler County Records Commission
 315 High Street, 6th Floor
 Hamilton, Ohio 45011
 Att: Secretary
 Email: commissioners@bcchio.us
 Phone: (513) 887-3247

Records Commission Use Only	
Date Received: _____	Approved: YES NO
Received by: _____	
If the request for Records Disposal is disapproved, the Secretary will contact the submitting office for further review.	

Butler County Board of Elections

Records Custodian: Diane Noonan, Director

Email: diane.noonan@bcchio.gov Phone number: 513-887-7918

Location of Records: Board of Elections and Record Center

Address: 1802 Princeton Rd., Suite 600 Hamilton, OH 45011

My office has thoroughly reviewed the records contained in the attached report of records past their authorized retention date(s). The records that are approved for disposal in the report have been initialed on a line by line basis, which exclude those records required to be reviewed by The Ohio History Connection (RC-3 form).

I hereby certify that the attached list of records are eligible for disposal and request that they be disposed of in a secure manner. I further request that a copy of the disposal receipt be returned to my office for record keeping purposes.

Signature: _____

9/14/2020

APPROVAL DATE

The Butler County Records Commission is required to meet quarterly unless otherwise requested at the direction of the Commission president. Meetings will be scheduled on the 3rd Wednesday of the month.

Revised August 2019

Director Noonan presented Document 6, the 2021 General Fund Budget Submission for review and approval. Director Noonan stated the requested amount is \$3,111,205.00 which, is a nineteen percent lower than last year. Director Noonan said the largest increase is technical support. Other increases include elected official salaries, gasoline, and subscriptions. She said the 2020 General Fund Budget is attached for comparison. Member Hall asked why there is a difference of \$518,867.00 from the 2015 budget to the 2021 budget. Deputy Director Corbin stated ongoing cybersecurity, technical support, and increases with the new voting system vendor is the majority of the increase.

Member Hall asked who prepared the budget. Deputy Director Corbin stated Director Noonan, Human Resource Belle Quisenberry, and himself. Member Hall suggested having two additional staff members review the budget first before submitting to the County Commissioners. Member Hall stated Director Noonan and Deputy Director Corbin done an outstanding job preparing the budget. Member Hall moved to approve the 2021 General Fund Budget Submission listed on Document 6 seconded by Member Penska: Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea
All in favor; motion carried	

Member Penska suggested applying for the grant money received from CTCL for any supplies or equipment needed. Deputy Director Corbin stated the board has already applied.

Under Director's Report, Director Noonan stated there are 252,400 registered voters as of September 14, 2020. She said 36,296 absentee ballot applications have been submitted, which is more than the total requests in 2016.

Director Noonan stated the remaining part-time staff started September 8, 2020. She said they are doing a great job. Director Noonan informed the board the National Change of Addresses were mailed. Director Noonan explained the voters may be canceled if there is not any voter activity after the November 3, 2020 election.

Director Noonan stated online training has started. She said 598 Precinct Election Officials are eligible, 313 have completed the training, and 206 have not started. Director Noonan said the online training must be completed by Wednesday, September 16, 2020. Member Penska asked

what happens if the PEOs do not take the online training. Director Noonan said they must attend in-person training.

Under Deputy Director’s Report, Deputy Director Corbin stated Director Noonan, and he requested to the County Commissioners to have the 2020 budget hearing October 12, 2020, after the scheduled board meeting.

Member Wunnenberg wanted to confirm the absentee ballots could be scanned and counted before Election Day but, the results would not be available until the close of polls on Election Day. Deputy Director Corbin said, yes.

With no further business, Chairman Cloud moved to adjourn the meeting; seconded by Member Penska. Roll call:

Chairman Cloud yea
Member Penska yea
Member Hall yea
Member Wunnenberg yea
All in favor; motion carried.

The meeting was adjourned at approximately 9:45 a.m.

Frank Cloud, Chairman

Diane Noonan, Director

Todd Hall, Member

Chris Wunnenberg III, Member

Mariann Penska, Member